Cohen Auditorium User Guide

Updated 12/13

THE FACILITY

Cohen Auditorium, located in the Aidekman Arts Center, features a proscenium stage with a black drapery surround with 561 seats, 441 seats in the orchestra and 130 in the balcony as well as 6 designated wheelchair locations. It is a multi-use facility serving as a classroom in the mornings Monday through Thursdays, and a performance or conference space on weeknights and weekends. Cohen Auditorium shares parking, restrooms, phones, and a box office with the Art Galleries, Alumnae Lounge, and the Balch Arena Theatre, which are also located in the Aidekman Arts Center.

Cohen Auditorium is a fully equipped theater and is able to handle small to medium sized performances of all types, lectures, video presentations and conferences.

The house seats 561 seats: 431 on the main floor and 130 in the balcony as well at 6 ADA wheelchair spaces. 14 of the balcony seats are obstructed view due to the location of the soundboard. The stage is wheelchair accessible via a motorized lift. If needed for an event, arrangements for it's use should be made in advance

The stage has 24 dead hung battens trimmed to 24'. Three battens are occupied by Prodigy Lighting Hoists and are used for seven by draperies. The stage curtains are 24oz polyester velour. The house curtain is a deep blue and the legs and borders are all black. Besides the torm curtain there are fours sets of legs and borders, the third of the set being a mid stage traveler that can be used to create an upstage crossover. The rear wall of the stage is covered by a white seamless cyclorama. There are tab panels off stage left and right.

An ETC Element console runs 122 dimmers controlling the stage and house lights. The stage lights are configured in a 'house hang' that provides several areas of front light with a variety of top, side and back light. In addition there are nine moving light on the front of house truss that can be programmed for special uses.

The sound system front end is a Soundcraft GB4 24 mixing console. The house has a number of wireless microphones, both hand held and lavaliere that can be used for performance, classroom use and lectures. There are 16 audio channels available on stage via an audio snake. Cohen is not equipped to do reinforcement for music concerts. In that case it will be necessary to make arrangement with Tufts A/V Services, which will incur additional charges

For lectures and presentations Cohen has a state-of-the arts A/V system with an EIKI projector, high-resolution screen and BluRay capabilities controlled by a digital Crestron switching system that integrates multiple video, computer and audio sources. Onstage there is a 19'-6" wide high-

resolution screen, video can also be sent to monitors in the lobby and the green room. There is a wireless headset system with 8 belt pack/headsets and a fixed monitor station in the greenroom.

There is a small green room located stage right, but there are no dressing rooms dedicated to the space. Arrangements can be made to use nearby classrooms for that purpose. There are also nearby rooms that can be made available for receptions and meetings if necessary, including Alumnae Lounge and the Remus Sculpture Court.

RESERVING COHEN AUDITORIUM

Cohen Auditorium is prioritized as a classroom first, availability during the week is restricted to after 4:00 PM Monday through Thursday. This is subject to change without notice. There are a limited number of classes on Friday and Cohen is available all day on Saturdays and Sundays. It is a popular performance space, and it is possible that there may be multiple events scheduled during the day. When reserving blocks of time for an event be sure to include set-up, performance time and breakdown time in that reservation.

With the exception of the green room adjacent to the stage on stage right there are no dressing rooms dedicated to Cohen. If dressing rooms are necessary for your event, Aidekman classrooms 9, 12 and 13 are often used for that purpose. *These spaces must be reserved **in addition** to Cohen Auditorium*.. All spaces used for an event must be completely cleaned at the end of your event. There are no storage facilities within or surrounding Cohen auditorium. All set-ups on weeknights must take place after academic classes.

To Make A Reservation

Cohen Auditorium and associated spaces are reserved through the EMS reservation System at https://roomscheduling.tufts.edu. Student groups and departments may check the availability of Cohen through the EMS reservation system if the specific dates and times for rehearsals and performances are available, the designated person in your department or group may reserve the facility. If you need access to or have questions regarding to the EMS System contact Nicole Reppucci at Nicole.Reppucci@tufts.edu. *All requests for Cohen must be placed at least 3-4 weeks in advance of the performance date*.. All performance dates are defined as 'Tentative' in the EMS system until the confirmed by Cohen Events Manager. It is the responsibility of the organization reserving Cohen to contact the theatre manager to make specific arrangements for the event no later that 3-week prior to the first day of the event.
If your organization or department fails to do so the reservation may be cancelled.
Notes on Confirmations: Priorities for reservations are as follows: 1.Academic classes and events, 2.Departments and University Administration events, 3. Student Organizations, 4. Outside non-university events. Reservations may not be confirmed immediately upon being entered into EMS. Reservations entered before the beginning of fall or spring term are not confirmed until the class schedule has been published. If there are other reservation in the system that may conflict with your request, that may also delay confirmation while the conflicts are resolved.

Student Organizations

Note to Students and Student Organizations: *If you new to producing events on campus or in Cohen Auditorium you should arrange to attend one of the 'Event Registration' meetings that are held on Friday mornings in the Meyer Campus Center. They are attended by representatives of the main organization on campus with whom you can make arrangements with including TUPD, Facilities and Treasury. They can help you walk through the process of getting IDRs filled out, signed and in to the correct hands. You should plan to attend at least 3 weeks prior to your event. To attend a meeting, make arrangements with the Office of Campus Life, #73212.*

Once the Tentative reservation has been made and a confirmation email has been received, all student organizations must meet with the Events Manager of Cohen, located in Aidekman #109 (next to the Box office). All organizations must meet with this individual at least three (3) weeks prior to the performance date. Failure to do so may result in additional charges for using the facility or cancellation of your reservation

Academic Departments and Administrative Offices

All departments and administrative offices should reserve Cohen Auditorium through the R25 System. Once this has been done, academic departments and Administrative Offices must also meet with the Cohen Events Manager. All events planning should be concluded two (2) weeks prior to the performance/conference/lecture date. Failure to do so could result in additional labor charges for house mangers. All Tufts employees hosting a personal or private event not related to their associated department must contact the Conference Bureau, as further discussed below.

Non-University Users

All non-university parties or events must contact the Conference Bureau Office to request space on campus. Conference Bureau will act as the sponsoring campus office and will request any and all spaces for the non-university party. They can be contacted at:

Conference Bureau
108 Packard Ave.
Tufts University
Medford, MA 02155
617-627-3568
Website: **http://ase.tufts.edu/conferences**
Email: **conferences@tufts.edu**

Community Relations may sponsor some outside events provided that they are non-profit organizations that have a direct connection to the surrounding Tufts Community. They do so at their own discretion based on the scale of the event and their ability to provide the services necessary for the event.

To Confirm the Event

All users should plan out the details of their event with its members prior to meeting with the Cohen Events Manager. By the meeting the organization should have a solid idea of the performance details including: running times,, number of participants, tickets, publicity, ushers, identity of the stage manager.

There should be one contact from the student organization for the Cohen Events Manager, known as the Producer. Your organization should identify someone NOT performing in the show to handle the responsibilities that evening. This person is responsible for meeting with the Cohen Events Manager and relaying all the facility's policies to the rest of the group or department.

The producer and the Cohen Events Manager will determine the magnitude of the performance and which services will be necessary. Possible charges could result from the facility fee, house managers, technical setup, rehearsal dates, Facilities, A/V Services, TUPD, the Box Office or Info Booth. An IDR (InterDepartmental Requesition) must be filled out for each department whose services are required. Your organization's signatories only may obtain IDR's, from the Budget Coordinator in Office of Campus Life. IDRs must be completed and copies received by the Cohen Events Manager no later than two (2) weeks prior to your performance. This time allotted is about the minimal amount of time that each auxiliary department will accept a request and guarantee services.

Basic lighting and simple sound (music play back and microphone support for speakers is now provided by Cohen staff. If more elaborate audio support such as amplifying live music, support is needed support producers will need to contact A/V Services. The Coordinator David O'Brien at x72784 or via the website at https://it.tufts.edu/qs-audvis. The producer should be prepared to request technicians for all technical rehearsals and understand their technical requirements, (i.e., number of microphones, special equipment, stage monitors, etc.) Please be advised that more than one technical rehearsal may be necessary for larger scale productions. Charges for AV Services are separate and in addition to rental rates for the auditorium.

Once all the IDR's have been received and all necessary appointments have been scheduled, the reservation will be considered Confirmed with the Cohen Events Manager. Student Organizations should begin publicizing their event and recruiting ushers. One week before the event, the producer should bring a list of ushers to the Events Manager and discuss any last minute changes.

SCHEDULING AND REHEARSAL PROCEDURES

One Night Small Scale Events and Concerts

An event that will only be scheduled for one evening and does not have elaborate technical needs may or may not require additional rehearsals. If so desired, this can be the evening before or some additional time the day of the event. However, this may not leave much time for additional requests or changes. If using A/V Services, they should be able to review sound needs **before** this time so that a true technical rehearsal may occur. In some instances, there may not be a need for a full rehearsal, however there should ALWAYS be an allotted time for proper lighting and sound check before the show. Please make sure if your event requires a lighting and sound check

that there is adequate time reserved. If your event includes a band or concert, please make sure that a copy of all technical riders are given to A/V Services and the Cohen Events Manager at least two weeks in advance of the event.

Event Examples: Mr. Jumbo Competition
Athletics Distinguished Awards Ceremony

Three Night Performance or Dance Shows

An event that is booking three nights or three different show times throughout a weekend, may be complicated enough to need anywhere from a minimum of three additional rehearsal times to a week. These additional rehearsal times are necessary for set and lighting load-ins (as necessary), technical rehearsals, and dress rehearsals. Any theatrical performance that is interested in building scenery for their shows should meet with the Cohen Events Manager for more details and a copy of the Cohen Responsible-Use form.

Event Example:
Torn Ticket II's Spring Major
TASA Culture Show
Tufts Dance Collective Semester Show

Conference or Lecture

An event defined as a conference or lecture still needs to meet with the Cohen Events Manager. Though a rehearsal date may not be necessary, adequate rehearsal time is still needed for a minimal walk-through. If A/V Services has a complicated setup/strike, please take that time into account when reserving times. Facility use fees, clean-up charges and A/V Services charges will still be incurred. If you are

Event Examples:
Department's Conference
Snyder Lecture
Comedy Show

Simulcasts

Over the past few years, simulcasting an event in Cohen to another area in Aidekman has become popular as a means of accommodating overflow patrons. Please be advised that simulcasting an event increases its complexity and expense. More A/V Services technicians are necessary to setup and run the show, and an additional house manager will be necessary. However, this service does allow a greater number of the Tufts University community to enjoy your event.

SERVICES AND CHARGES

An IDR must be completed for each one of the departments deemed necessary by the Cohen Events Manager. These charges can add up. Please ensure that there are appropriate funds within your account to cover all costs of producing a show in Cohen Auditorium.

The booking of Cohen will not be confirmed until a copy of all IDR's are returned to the Cohen Events Manager along with the Responsible-Use Agreement form and the Event Logistics form. The deadline date for returning these forms is no later than two weeks prior to the first rehearsal. If all forms (Event Logistics, Responsible-Use Agreement form, completed and signed IDR) are not returned within two weeks, a $25 late fee will be incurred.

Rental Rates

With the recent renovation and the change in staffing so that most lighting and sound duties are handled by Cohen staff, the rate structure has changed to include technicians and house managers.

Non technical rehearsals / **meetings** (house lights only, 1 mic if needed) Includes one staff person	$85
Meetings- minimal support,1 staff, simple sound (up to 3 mics), lights/ no cues-	$180
Technical rehearsals, includes 1 technician (4hour min)	$220
Additional technician (4 hours)	$60
Includes use of lighting and sound system - (addl. staff at cost)	
Additional hours (includes1 technician)	$30
Performance Includes 1 house manager &1 technician for 4 hours	$315
Additional charges	
Additional house managers and technician each for 4hrs	$60
Each additional hour beyond 4 per house manager or technician	$15
House manager or technician rate after midnight	$22.50

Additional charges that may apply:

Video projector per event	$25
Follow spots (2) both per event	$15
Lighting use per hour beyond first 4 hours of rehearsal or performance	$15

Multiple performances by the same organization in one day will be charged only the base rate plus any additional hourly rate for staff and equipment.

*Note these rates are subject to change, the Cohen manager will provide you with an estimate of the total rental for the theatre if requested

Facilities

An event requiring additional heating or air-conditioning, increase power supply or electrician, table and chair setup, additional podiums, etc, will need to request Facilities' services. An IDR must be completed and turned in no less than two weeks prior to the event. When scheduling the event, please keep in mind the amount of time that might be needed for setup and take down of these larger scale events. This time is not incorporated automatically into your event time.

Because Cohen is a multi-use facility, Facilities must be scheduled around classes and may have to be performed during your rehearsal times. There are additional charges for overtime when an event's setup occurs after 3:00 PM during the week or on the weekends.

Equipment and Set-up

Facilities also offer a variety of services and equipment for use in conjunction with university events. For instance: folding chairs, folding tables, staging and platforms, tents, fencing, trash barrels and liners, podiums, background drapes, clean up equipment, electrical services(ie: outdoor power), etc.

There will typically be a charge for these services. Many of these services involve equipment rental through an outside contractor, and must be arranged well in advance of the event. You should arrange for these services through Facilities, but inform the Cohen Events Manager of your plans. All IDRs must be submitted to Facilities at least three weeks in advance and are subject to the availability of personnel and equipment.

Labor charges are additional and will vary depending on time of day, availability and length of setup/take down. All events using facilities should call the Facilities office at x73496.

Custodial

Basic custodial service is provided by UGL Inc. through the University Facilities Department. Frequently, however, an applicant may wish to use a facility at a time when a routine cleaning is not scheduled, or when additional cleaning may be necessary. The cost for the service is paid by the sponsor by Interdepartmental Requisition (IDR), a copy of which must be submitted to the Cohen Events Manager when the event is booked. The original should be sent to Facilities at 520 Boston Avenue. A custodian will generally be required when:

* An event requires clean-up beyond that which is considered normal for the facility (ie: a public performance in Cohen Auditorium or an event where food is served).

* An event that is held in Alumnae Lounge, Remis Sculpture Court, or the Balch Arena Lobby, and will require extra clean-up. Please specify if food is being served. The producer should call Facilities for an estimate for their particular event.

Audio / Visual Services

Tufts A/V Services is a subsidiary of Tufts Technology Services and provides some of technical support for Cohen Auditorium. All coordination regarding technical needs should be directed through David O'Brien Coordinator of AV Services at x72784. The Coordinator will discuss your event and decide on the most beneficial package for your event in Cohen and/or surrounding rooms.

You should contact AV Services contact A/V Services Coordinator David O'Brien at x72784 or via the website at https://it.tufts.edu/qs-audvis no later than 3 weeks before your event. The

Coordinator of A/V Services will get in touch with you following the input of your service request. At that meeting will discuss details of the event and give you an estimate of costs. If you do not contact the Coordinator within this time frame, you may be subject to a late fee, and the possibility that no technicians will be available to work the event.

Before a rehearsal or event, A/V Services requires that a group reserve time needed for technical setup. Generally, a group should reserve Cohen for a minimum of 30 minutes before the intended start time of any rehearsal, and a minimum of one hour before any show. However, depending on the nature of the event, more time may be needed. If groups are scheduling rehearsals for long periods or all day, they should be aware that A/V Services technicians will take lunch and dinner breaks if applicable. Please contact the Coordinator of A/V Services ahead of time to inquire about this. Finally, all scheduled work in Cohen should end at 12:15pm, and the A/V Services technician is under no obligation to work after this time, as this time is needed to return equipment and clean up. Aidekman Arts Center closes sharply at 12:30 for all students. Please also see the information under Technical Rehearsals regarding scheduling.

Lighting

Cohen Auditorium is equipped with a state of the art lighting control system featuring an ETC Element control console. There is a full range of modern lighting equipment including color scrollers and 9 AutoYoke remote controlled units on the front of house truss. The stage lights are configured to provide basic lighting for most lectures and conferences. The light plot also provide for a variety of directional units to provide colorful and interesting appearances and effects for musical, dance and theatrical performances. If a group has special lighting needs those issues can be discussed with the Cohen manager but space and time availability often limits the choices. Keep in mind that there may be extra labor and materials charges for changes in the light plot and the restoration of same following the event. Events such as dance and theatrical productions may require extensive technical rehearsal prior to the performance depending on the complexities of the show, be sure and provide time in your schedule your budget for that'

Technician Labor

Cohen Auditorium technicians are trained in the light and soundboard in Cohen Auditorium and will provide your group with technical support so that your desired results are achieved. For dance concerts, songs should be timed for light cues ahead of time using a computer program. These times should be accompanied by a short description of what the lighting will be during the cue. We require at least 20 minutes per song with an average of 10 cues, but 30 minutes is preferred. If a song has a significant number of cues, plan accordingly in scheduling a longer tech time for that particular song. Technician is not required to stay later than the times requested to fix light cues. Any additional rehearsal time will come at an additional cost to your organization if time is available. If you have any questions about how to plan or design lights to your dance or other performance, please contact the Cohen Events Manager.
A summary of lighting terms is as follows:

- Cue – A cue can be defined as a look onstage. Cue 1 holds information about what the lighting looks like during the time that Cue 1 is live. Cue 2 holds difference information, changing the look onstage.
- Fade Time – The time set by the user for the live cue to override the previous cue. Imagine the fade time between cue 1 and cue 2 is 5 seconds. If the stage is in cue 1, and cue 2 is triggered by the "Go" button, it will take 5 seconds for the looks to completely change. If channel 4 is changing by 30% and channel 8 is changing by 80%, it will take both channels 5 seconds to complete, therefore the change will be more gradual for channel 4.
- Split Fade Times – It is possible to change the fade time for each cue. By accessing the Time function on the Express Lighting Console, it is possible to split the time for channels going up and channels going down in value.
- Follows – This value is the time between "GOs." This function is used for dance productions when the lighting cues need to be timed to specific moments in the music. Follow values are stored in the live cue and a timer will run on the monitor, allowing the user to see the progression. When the follow time has expired, the next cue will "GO" automatically. This is the value you will need to make sure the cues change when they need to.

AV SERVICES Equipment and Pricing

Cohen rental rates include the use of the lighting system and a basic sound package that includes several wireless microphones and the ability to play recorded music and play both DVD' and BluRay disks on the screen. Should you need to use AV services they have a basic package for Cohen Auditorium includes the use of the in-house sound system and four wired microphones for a daily fee of $80. Other items, including audio and visual recordings are available at an additional cost. Please consult the AV Services website at https://it.tufts.edu/qs-audvis-pricefor additional pricing information

Tufts University Police Department (TUPD)

A Police detail may be required at events with an anticipated attendance of 150 or more, at any function open to non-Tufts students, where money may be exchanged in the lobby, or at any function where alcohol will be served. Police details must be secured at least 2 weeks prior the event by taking a completed to Tufts Police at Dowling Hall, 420 Boston Ave. Determination of the need for and size of a police detail will be made by the Director of Public Safety in consultation with the Cohen Events Manager. Inquiries regarding the need for police at an event should be made to the Cohen Events Manager. When you call for an estimate, please have your hours set as charges may differ depending on time of day. Tufts Police reserve the right to assess the risk of any event and require additional officers at the expense of the sponsoring organization.

The Role of the Detail Officer(s)

- The detail officer(s) will meet with the event sponsor prior to the start of the event to discuss security details. Any or all concerns will be addressed at this time.
- The officer will verify the safe occupancy limit of the facility and ensure a system is in place to monitor occupancy. The event sponsor will keep count of attendance under the

supervision of the detail officer and stop admission when capacity is reached. At this point, persons may only be admitted when someone leaves.

- If alcohol will be served the detail officer is responsible for ensuring that proper controls are in place to monitor for drinking. The detail officer may close down any alcohol event in which the proper controls are not in place or if the system is not being implemented properly.
- The detail officer will assist the event sponsor in keeping general order during the event. This includes the exclusion of unauthorized guests, noise and crowd control, door control, etc. The detail officer will have final say in all matters of public safety.
- The detail officer will be aware of the scheduled end time of the event and will ensure that any live entertainment and alcohol service end 30 minutes prior to that time.

Music Department

The Music Department owns all the musical equipment and instruments housed in the wings of Cohen. You must seek permission from the Music Department to use any of their equipment. All of the equipment is secured; therefore you will not have access to it without making prior arrangements. Please contact Lucille Jones x7-3564in the Music Department for more details.

Aidekman Box Office

Tickets for an event in Cohen may be sold through the Aidekman Box Office. The Aidekman Box Office is convenient for patrons needing to pick-up tickets purchased over the phone and for patrons buying tickets at the door. Again, an IDR should be submitted at least two weeks before your tickets go on sale. The Box Office is open Monday through Friday 9:00am to 5:00pm at no additional charge to your group.
For shows on weekday nights, only one additional box office shift will be necessary on the night of the performance. If your show falls on a weekend day, you have two options. You may choose to open the box office at noon, for a charge of $100, or at 5:00pm for a charge of $50.

Tickets printed and sold during business hours	$50
Additional Box Office shift	$50

Info Booth

It is preferred that organizations use the Aidekman box office for their events for both proximity and coordination of services on the day of the event.

Tickets for events can be sold through the information booth in the Campus Center, the following text is copied from the website at http://ocl.tufts.edu/mayer-campus-center/ticket-sales/. For more information contact Laura DaRos, Assistant Director of Campus life at laura.daros@tufts.edu.

- ALL TCU recognized and OCL registered student organizations MUST sell tickets through the Information Booth.

- A Ticket Sales Contract must be filled out and submitted to the OCL at least one week (to the day) in advance of the ticket sales start date for approval, scheduling, and pricing. Contracts submitted less than one week in advance will be subject to a $25 late fee.
- OCL will contact the seller to confirm their requests for tickets.
- No Ticket Sales Contract will be considered approved until the Distribution Manager signs it. Do not advertise that tickets will be on sale at the Booth until you have a signed contract.
- OCL will format your ticket, free of charge.
- Tickets will go on sale at the Information Booth on the start date and be removed on the stop date on the contract.
- Tickets cannot be released from the Booth, but you can charge at the door at the time of your event.
- The Office for Campus Life will not be responsible for discrepancies in ticket amounts if anyone changes the amount of tickets to be sold from the tickets after the initial contract.
- OCL will verify sales and calculate the proceeds for the group minus the sales fee agreed upon in the contract. All proceeds will be transferred to the organization's account by internal transfer. No cash will change hands at any time.
- The Office for Campus Life will be responsible for the accuracy of cash sales and JumboCash only. Any other method of payment (e.g. by check) is not accepted.
- Information Booth staff will check for Tufts ID prior to sale of tickets unless otherwise instructed on the contract. Tickets may not be made available to the general public.
- The Office for Campus Life reserves the right to reject requests for ticket sales or stop selling tickets for a particular event.
- Any questions should be directed to the Associate Director of Campus Life.
- Ticket Sales Fees will be: $30 for less than 100 tickets $40 for more than 100 tickets Add $25 for multiple prices and/or multiple dates.

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Event and Space Planning Coordinator – Nicole Reppucci– Nicole.Reppucci@tufts.edu

Nicole is the primary source for issues with the EMS system. Most student organizations have access to EMS, but she is the contact person if you have questions or access issues.

Cohen Auditorium Events Manager – Mark Sullivan

Mark_L.Sullivan@tufts.edu

Once a reservation for Cohen has been placed, the producer has up until three weeks prior to their first event date to meet with the Cohen Events Manager. The Cohen Events Manager will run through the entire program with the producer and evaluate the needs of the event. All auxiliary services will be discussed at that time and all IDRs must be filled out by the user. A copy of all IDRs must be sent to the Cohen Events Manager to confirm the event. The Cohen Events Manager reserves all rights to decipher the necessary amount of time needed for a

specific event including rehearsals, technical rehearsals, load-ins and clean-ups. Communication between the producer and Cohen Events Manager is crucial. The Cohen Events Manager reserves the right to cancel an event if the users are not complying with the facility policies or all paperwork has not been completed. It is not guaranteed that the Cohen Events Manager will be on site during the actual event if House Technicians or A/V services staff and a House Manager are present.

A/V Services Coordinator – David O'Brien david.o_brien@tufts.edu

The Coordinator of A/V Services assigns an A/V Services technician(s) for all rehearsals and events within the auditorium. Please also tell the Coordinator if there is a particular technician your organization would like to work with. While this is not guaranteed, the event will be offered to that employee first. The Coordinator is responsible for assigning the appropriate amount of technicians to work each event. Please address all labor and audio needs to the Coordinator of A/V Services, but address all special lighting needs to the Cohen Events Manager.

House Manager - Student

The House Manager for each event will be assigned by and report to the Cohen Events Manager. The House Manager is in charge of running all aspects of the house before, during and after an event. The ushers will report to the House Manager(s) for training before the event. The House Manager will review all necessary duties of the ushers, assign them seating locations and appropriate jobs. The house information may include but is not limited to: the seating chart, handicapped seating, tearing/taking of tickets, fire evacuation procedures, sick or injured audience member procedures, tour of lobby, concourse, box office, bathroom and phone locations. The House Manager is responsible to stay in communication with the stage manager and the technician to ensure that the event is run on time and all concerns are addressed. The House Manager is responsible for the ushers cleaning up the house, emptying it out of all audience members and locking of the doors after an event. The House manager will also be in charge of filling out a House Manager Report at the end of each event. Although the Cohen Events Manager may be present during an event, it is the House Manager's responsibility to ensure the event runs smoothly from the house side and contact the Cohen Events Manager when appropriate. Latecomers will be seated at the sole discretion of the House Manager, and may be required to take a different seat in order to preserve the continuity of the performance.

House Technician - Student

The house technician is assigned by and reports to the Cohen Manager. House Technicians are trained in the use of all of the stage, lighting and sound equipment and are the only persons allowed to use such equipment. Their duties are to run lights for most events and to run sound for simple lectures and performances. If a show is complicated it may require one technician for each role. (For complicated sound shows, it may be necessary to enlist the AV services to provide staffing and additional equipment.) A technician is required to be in the auditorium whenever it is occupied by a group if anything but basic house lights are needed.

AV SERVICES Technician

This individual will manage the sound and video needs of an event or technical rehearsal in Cohen Auditorium. There may be more than one member there to run the event and the group will be charged accordingly. The A/V Services member must return all additional equipment to the A/V Services storage space, and assess/report any damages to the equipment or facility to the Cohen Events Manager or the Coordinator of A/V Services.

Box Office Employee - Student

This student is in charge of ticket sales and will-call tickets the night of an event. The House Manager will coordinate with the Box Office Employee to decide when to start the show based on ticket sales, arriving latecomers with will-call tickets, etc. The Box Office will remain open for half an hour after the scheduled start of an event, at which time, any remaining will-call tickets will be surrendered to the House Manager.

Producer

The producer is the only contact for the Cohen Events Manager and the Coordinator of A/V Services. All requests/needs of the entire organization must be addressed through the producer. For some events, the producer may have several meetings with the Cohen Events Manager and is encouraged use him/her as an asset for event planning help. The producer must read and sign the Responsible-Use Agreement Form and complete the Event Logistics Form at least two weeks before the event.

Stage Manager

The stage manager works with the House Manager during an event. The stage manager is responsible for coordinating all of the performers throughout the event. **The stage manager may NOT be a performer in the event.** The Cohen Events Manager will determine any exceptions for smaller scale events. The stage manager is responsible for maintaining communication with the house manager and technicians throughout the event. Any problems or concerns with the event need to be relayed from the group through the stage manager only. The stage manager is also responsible for all of its group members adhering to the policies of the facility during the event, and must notify the House Manager of any damages.

Talent

All performers should be located within the backstage or wing area, dressing rooms or green room prior to the opening of the house doors. The performers are responsible for the cleaning up of *all* reserved spaces including the green room or any classrooms in the basement.

Ushers

Ushers are required for any event held in Cohen. The ushers are recruited by the sponsoring group and generally volunteer their services in exchange for free admission to the event. Ushers may not be members of the talent. The number of ushers required for an event is dependent upon

the expected audience size. The following schedule reflects the numbers of ushers required to supervise various sizes of audiences with reserved seats. Please keep in mind that although Cohen has a 561 capacity, 431 in the orchestra level and 130 in the balcony, seats must be reserved for the ushers working and for any patron needing Handicap Accessibility.

000-200 patrons …….. 4 ushers
200-300 patrons ……..……6 ushers
350-430 patrons ……...8 ushers
471- 561 patrons ……..12 ushers

Ushers must arrive at Cohen a minimum of forty-five minutes before the event and check in with the House Manager. The House manager will review the duties of "Ushering in Cohen" and assign ushers their location at the doors. If the required ushers are not present, the House Manager has the right to delay opening the house, and therefore the start of the show. The House Manager will contact the Stage Manager or Producer to recruit replacement ushers. Please bear in mind that the House Manager has NO responsibility, nor time, to recruit the necessary number of ushers. Each usher must abide by the "Ushering in Cohen" policies and report all incidents to the House Manager.

Cohen Events Manager

Mark Sullivan

Aidekman 109

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